



Field Support Training Specialist

Details

Job ID : 249

Title : Field Support Training Specialist

Job Code : 1017

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ASSISTING WITH THE DEVELOPMENT, COORDINATION, AND CONTINUING EDUCATION PROGRAMS FOR COURT SERVICES INCLUDING CURRICULUM DEVELOPMENT AND TRAINING DELIVERY.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- PROBLEM SOLVING SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- COURT SYSTEM, TRAINING EXPERIENCE PREFERRED

Job Duties

- DEVELOPS, IMPLEMENTS, AND EVALUATES COMPREHENSIVE EDUCATION CURRICULA, PROGRAMS, POLICIES, AND PUBLICATIONS FOR COURT SERVICES
- PLANS COORDINATES TRAINING FOR COURT SERVICES, INCLUDING OVERSIGHT OF PROGRAM FACILITIES, TRAVEL LODGING, FOOD AND BEVERAGE SERVICES, EQUIPMENT, CONSULTANTS AND FACULTY
- INSTRUCTIONS AND SUPPORT OF SPECIFIC JOB FUNCTIONS WITHIN COURT SERVICES
- PROVIDE TRAINING AND CERTIFICATION FOR USERS OF COURTNET BOTH WITHIN AND OUTSIDE THE COURT OF JUSTICE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- OVERNIGHT STATEWIDE TRAVEL IS REQUIRED